

**STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL**

STANDARD OPERATING PROCEDURE

V. CLASSIFYING POSITIONS AND REPORTING POSITION ALLOCATIONS

A. Purpose

The purpose of this SOP is to establish methods to analyze and classify positions and to describe procedures for reporting classification actions.

B. Scope

These methods and procedures apply to all permanent positions in the classified and partially exempt service.

C. Authority

AS 39.25.150(1)—Requires Rules on a Classification plan.
2 AAC 07.020--Allocation of position.
2 AAC 07.025--Maintenance of descriptions.
2 AAC 07.030--Review of allocations.
2 AAC 07.035--Effective dates of allocation action.
2 AAC 07.046(d)(2); 051(d) Incumbent of reallocated position is deemed certified and may be appointed.
2 AAC 07.165--Positions must be allocated to a job classification.
2 AAC 07.330; 335; 340; 345c--Effect on salaries of incumbents following reallocation.
LTC collective bargaining agreement, Articles 13 and 22.
General Government Unit (GGU) Articles 17 and 21.
Supervisory Unit (SU) Articles 19 and 24.
Confidential Employees Association (CEA) Article 13

D. Analysis

1. General

Allocating or classifying positions is defined as the process of determining the most appropriate job class for a position.

The process has two critical steps:

- 1) Determine the occupational area, then
- 2) Compare the position to class specifications in the occupational area to determine the class series and level of the position.

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A position may be considered properly classified when all the following criteria are met:

- a. The position fits the description set forth in the Definition and Distinguishing Characteristics.
- b. The position is assigned a significant number of duties equivalent to the type and level of the examples stated on the class specification.
- c. The kind and amount of knowledge, skills, abilities and minimum qualifications required for the position are consistent with the qualifications on the class specification.

2. Kind of Work

First determine the occupational area of the position or the kind of work. This is usually a routine matter. Problems in determining the occupational area arise when a position includes responsibilities from more than one occupational area or is so general in nature as to make it difficult to choose any predominant occupational area.

In the case of mixed-occupation positions, two options are available: establish a new "combination" job class, **OR** select the most appropriate existing class or series for the position(s). In choosing between these options, consider which will be the best fit in terms of recruitment, selection issues such as KSAs required upon entry, lines of promotion, and the reasons for the position(s)' existence. It is preferable to classify the position to the series of the predominant occupational area to avoid duplication of effort and loss of time in recruiting. Consider the purpose of the position and the most important duties. If recruitment is a problem, consider the more important set of minimum qualifications. The situation may indicate the need for "unique and unusual" circumstances in selection for the position. (See SOP 11-I.)

3. Level of Work

After the occupational area and class series of the position have been determined, the next and often more difficult step is to determine the level within the class series.

At the data collection stage, information was gathered on the following aspects or factors of the position.

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- a. Nature, variety and complexity of work.
- b. Nature of supervision received.
- c. Nature of guidelines available for performing the work.
- d. Initiative and originality required.
- e. Purposes and nature of person-to-person work relationships.
- f. Nature and scope of recommendations, decisions, commitments and consequence of error.
- g. Nature and extent of supervision exercised over the work of other employees.
- h. Qualifications required.

This information is the basis for making the classification decision.

The discussion and questions following each factor in SOP 07-I provide an expanded explanation of each factor as well as guidelines for analyzing the position. The analysis and evaluation is not a mechanical process but a judgmental one. For example, a State Trooper may never use deadly force during a career, but must be prepared to do so at any time. The analysis in such a case may be based on the qualifications required to provide the preparation. No hard and fast rules exist regarding the time dedicated to the duties that are class distinguishing. In extreme cases, an incumbent might rarely perform a critical duty, however, the incumbent might have to be prepared to perform the critical duty at all times.

Using the factors will help the classifier make the determination, but will not make it for them. After considering each factor as it applies to the position, the position must be considered as a whole. The relative weight of the various factors needs to be consolidated or synthesized and a judgment made as to the position's best fit among existing classes. If no existing class is appropriate, the options of revising an existing class or establishing a new class must be considered.

E. Reporting Individual Classification Actions.

Classification actions or recommendations involving changes shall be documented in a memorandum. Standard memorandum format for routine actions

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(See Addendum A) is:

1. Current classification. Current information is needed to clearly identify the position. Identify the PCN, class title, class code, salary range, location code, bargaining unit, position type, and FLSA code (section 3, items a through h).
2. Specific action. List the corresponding information applicable after the action to the position, and the nature of action regarding the incumbent. The information will be entered into both the "Position Control" (62x) and "Employee Base" (10x) screens in AKPAY. Changes in AKPAY will result in changes to the computerized PCN listings. Information needed:

- a. PCN
- b. Class title
- c. Class code
- d. Salary range
- e. Location code. Enter the three digit location code. Indicate with an asterisk if this is a change. Location transfer forms are not required when the relocation is concurrent with the classification action being taken. (See SOPs 07-IV and 09-VII for required position transfer approval processes.)
- f. BU. If your analysis raises a question about the bargaining unit, place an asterisk in the BU box and note the bargaining unit will be reviewed separately. This action must be referred to the Classification Section for further processing.

See SOP 07-VI for determining or changing Bargaining Unit.

- g. FLSA (Overtime) Exemption Code

"Y" means the position is **exempt** from FLSA overtime provisions (or is not paid overtime), i.e., it is **not** eligible for overtime pay.

"N" means the position is **nonexempt** from FLSA overtime provisions (or is paid overtime), i.e., it is eligible for overtime pay.

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(See SOP 07-VI for determining overtime eligibility.)

- h. Position type. For available codes see Addendum C or AKPAY Table 118 (AKPAY Manual, Appendix page 8).
- i. CDL requirement
- j. Firearm/Ammunition requirement-- In accordance with the federal Omnibus Consolidated Appropriations Act of 1997 (P.L. 104-208), anyone convicted of a misdemeanor crime of domestic violence may not hold a position that may be required to carry/use/receive/store firearms or ammunition.
- k. Strike Class
- l. Organization Code
- m. Nature of Action--Provides information on the effect to the incumbent.
 - 1. **New Position** is used to establish a new position.
 - 2. **Update** or **No Change** is used when there are no changes in the current classification title, code, or salary range; there is no effect on the incumbent.
 - 3. Reallocation
 - (a) **Vacant** is used for the reallocation of a vacant position.
 - (b) If a filled position is reallocated, specify:

2 AAC 07.046(d)(2) and 2 AAC 07.051(d) (except for LTC positions) which indicates that the incumbent is certified to the position. NOTE: These rules indicate the incumbent is certified to the position. They do not require the department to select the employee.

Also state the appropriate collective bargaining agreement citation(or Personnel Rule for partially exempt positions and other positions outside bargaining units) from the following:

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Reallocation to a higher range: GGU Art. 21.06.F.3
SU Art. 24.6.C
CEA Art. 13.05
LTC Art. 22.02
2 AAC 07.330

Reallocation to the same range: GGU Art. 21.06.F.1
SU Art. 24.6.F.1
CEA Art. 13.05
LTC Art. 22.03
2 AAC 07.340

Reallocation to a lower range: GGU Art. 21.06.F.2
SU Art. 24.6.F.2
CEA Art. 13.05
LTC Art. 13.03.C
2 AAC 07.345 and 2 AAC 07.405

Incumbents of SU, Confidential Unit, and non-covered positions which have been assigned a lower pay range have the choice of salary protection (2 AAC 07.345, SU Art. 24.6.F.2, CEA Art. 13.05) or invoking the layoff provisions (2 AAC 07.405, SU Art. 17, CEA Art. 21). In situations where several positions within one organizational unit are in the same job class, it is possible that an employee other than the incumbent of the reclassified position would be laid off. Both Personnel Rules (or both collective bargaining agreement articles) must be cited in the memorandum.

Reclassification with bargaining unit change to LTC:
Generally, a Letter of Agreement is needed which will set the effective date.

- 4 Following a class study or revision of a class specification, the nature of action may differ. The following are appropriate if the change affects a job class even if some positions are concurrently reallocated to another job class:

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Title and/or Class Code Change

Range change 2 AAC 07.335
GGU Art. 21.06.F.4
SU Art. 24.6.F.3

- 5) There are occasions when a position moves from the partially exempt service to the classified service or the reverse.
- a) If a filled position moves from the classified service to PX, specify 2 AAC 07.500(a) (except for SU positions) which permits the principal executive officer of the department to grant a leave of absence to a permanent employee of the classified service to accept a PX position and retain return rights. Also specify 2 AAC 07.405 which covers the layoff alternative. A leave of absence is not available to positions that move from the SU.
 - b) If a filled position moves from the PX service to the classified service the incumbent must compete through the usual merit system procedures and be selected in order to retain the position. The incumbent has a one year transition period from the effective date of allocating the position in the classified service in which to do this. Specify 2 AAC 07.215.

4. Effective Date

Three major factors must be considered in the establishment of an effective date of any transaction. These are: (a) the need and desire of a department to promptly fill positions; (b) requirements regarding time frames before actions can be taken and by which actions must be taken; (c) actions required by the Division of Personnel before departmental action may be taken.

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The following table of effective dates is used as a guideline.

<u>Nature of Action</u>	<u>Effective Date</u>
	No sooner than:
a. New position to an existing job class.	Date of memorandum.
b. New position to a new job class.	Date of new class.
c. New job class or revised job class.	Next 1 st or 16 th of the month following completion of review by the Division of Personnel for non-delegated classes.
d. Reclassification of vacant position to existing job class.	Date of memorandum.
e. Reclassification of vacant position to new job class.	Date of new job class.
f. Reclassification of filled position.	Next 1 st or 16 th of month.
g. Action by Personnel Board to or from PX service	Next 1 st or 16 th of month or later effective date set by statute or Personnel Board.
h. Review for bargaining unit change.	Next 1 st or 16 th of the month following completion of review by the Division of Personnel and union notice/concurrence, or ALRA action if necessary

5. "Note"

If the bargaining unit placement needs to be reviewed, note it following the effective date. Also note location transfers and changes to position type.

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6. Written Report/Analysis

State the reason for the request. Indicate if the action is being taken by a department under delegated authority; also indicate if this is in response to a union request.

The analysis documents the rationale for the classification decision. Depending upon the kind of position and the complexity of the decision, the analysis may be lengthy or quite brief. It is important that any classification report provide sufficient information so anyone reading the analysis can readily determine the reasons for placing the position in a particular class.

The following elements are required for a complete classification analysis. Those elements listed in parenthesis are optional. Depending on the circumstances, these optional elements can be helpful in clarifying or supporting the classification decision.

- a. Contacts: List the names and titles of people who were contacted about the position or work environment. (Optional--statutes or manuals reviewed.)
- b. Class concepts: Describe the essential elements of the job class to which the position is being classified. Describe other levels of the series and other job classes that were considered in evaluating the position. Describe the previous job class if relevant.
- c. Describe changes that have occurred to the duties and responsibilities of the position. Describe the position in relation to other positions in the organization if relevant.
- d. Compare the position to the job classes considered. Explain why the work does or does not meet the definition and distinguishing characteristics of the job classes. If you are unable to make your determination solely on the class specification, compare the position to similar positions in your agency and other departments.
- e. Draw conclusions and report allocation decision.

Exceptions: (1) A complete allocation analysis is not required if the position is classified to a new class specification written to describe the position; or

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(2) no substantive changes have been made since the last full written analysis of the position (update or no change).

F. Reporting Action to Class Series.

Following a class study or revision of class concepts in a class specification, classification review of positions in the series (or study) is required. Reporting the actions may become more cumbersome if a large number of positions is involved; however, the process is the same. In planning, allow time to determine classification, overtime eligibility, bargaining unit placements, etc., for a large number of positions.

To report specific actions to a large number of positions, it works best to use a separate worksheet printed in landscape format (Addendum B).

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